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ABSTRACT

This document contains comprehensive information designed to orient the part-time faculty member to the College of the Mainland. Information included in the handbook covers the history and philosophy of the college; student and instructor rights; a description of social and economic characteristics of the students; a description of the faculty; regulations on attendance, conduct, alcoholic beverages, drugs, firearms, smoking, traffic and parking; credit by examination; speakers on campus; descriptions of campus facilities and services such as the bookstore, the learning resources center, the library, non-printing media and audio-visual, and supplies and clerical services; and employment records and compensation. Special information and regulations regarding continuing education and community services programs and academic and technical/vocational programs complete the document. (JDS)

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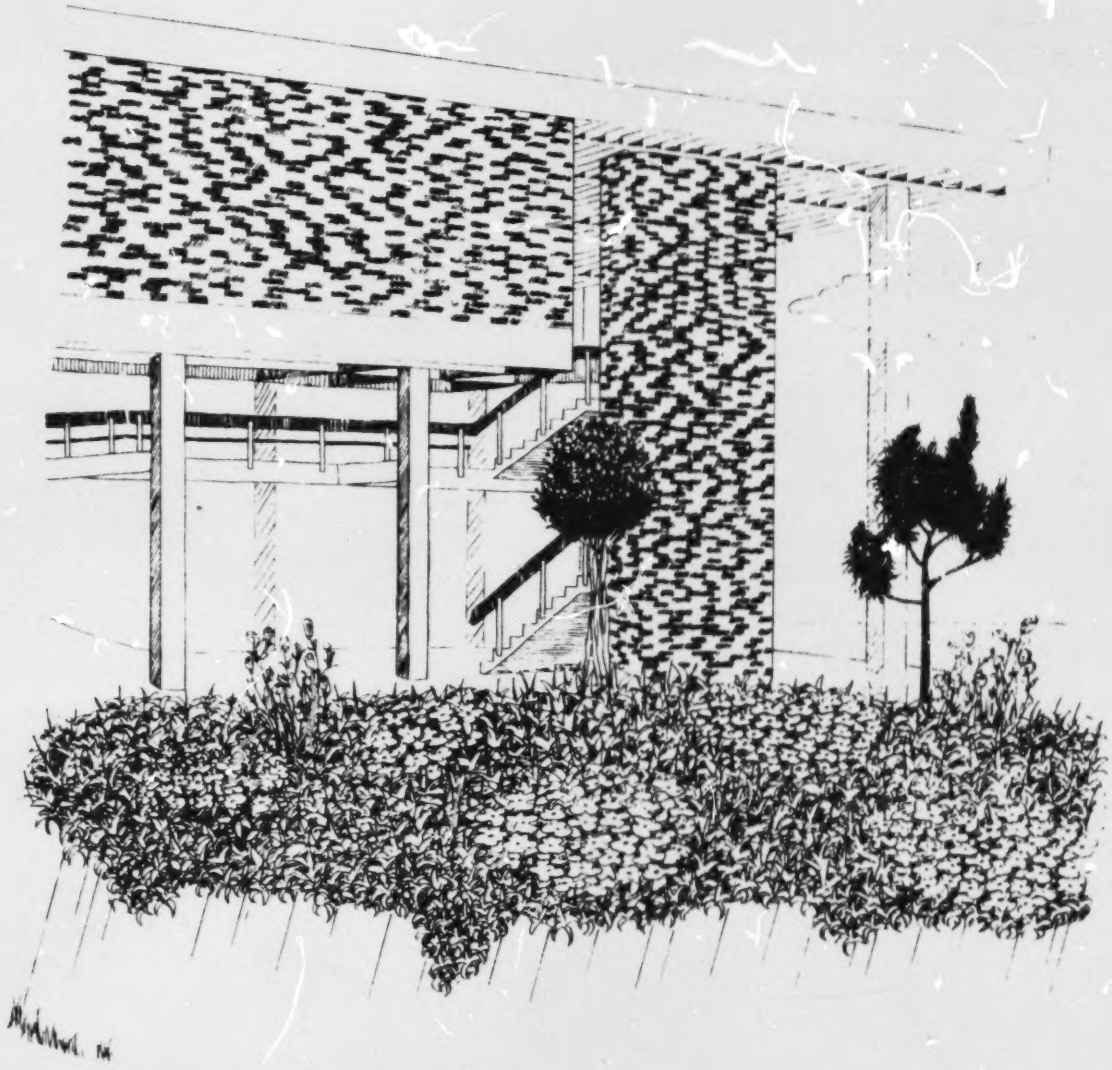
PART-TIME FACULTY HANDBOOK



COLLEGE OF THE MAINLAND

TEXAS CITY, TEXAS

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Educational Development Services

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Dear Faculty Member:

This handbook was created to help make your work at College of the Mainland as effective as possible and pleasant for you. It provides basic information about the operation of the institution. Please take the time to read it, and keep it for future reference.

Your work with students at the college is of vital importance. Faculty like you offer expertise, excitement, and resources to the learning experience at COM.

If we can be of further assistance, please let us know.

Sincerely,

Donald G. Bass

Donald G. Bass
Director
Educational Development Services

jkc

PHOENIX . . . A SYMBOL OF RENEWAL

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THE BUDDY PAGE

Parts of this handbook, which are particularly important for you are:

I. General Faculty _____

II. Continuing Education Faculty _____

III. Academic and Tech/Voc Faculty _____

IV. Your Teaching Division _____

If after studying this handbook you still have questions about the college, please call _____.

Phone:
Office: Building _____.

Your chairperson or _____.

Phone Number: _____

Office Number _____ Building _____.

C O L L E G E C A L E N D A R

1 9 7 6 - 1 9 7 7

Fall Semester 1976

August 2--Applications filed by this date have priority for August 24 Registration.
August 16--New Faculty Reports
August 20--Applications filed after this date will be processed for Late Registration.
August 20--Applications for Financial Aid filed by this date have priority.
August 23--Faculty Reports
August 24--Registration--Fall 1976 Session
August 25-27--Professional Development Days
August 30--Late Registration--Fall 1976 Session
August 31--Professional Development Day
September 1--Fall 1976 Classes Commence, 8:00 a.m.
September 1--Schedule Changes, College's Error
September 2-3--Schedule Changes--Student Initiated
September 6--Labor Day--Classes dismissed, College Closed
September 13--Continuing Education and Community Services Classes Begin
October 9--ACT National Date
October 29--Student Progress Reports Due in Records Office
November 17-19, 22-24--Early Registration for Spring 1977 Classes
November 20--ACT National Exam Date
November 25-26--Thanksgiving Holidays--Classes Dismissed, College Closed
November 29-30--Early Registration for Spring 1977 Classes
December 3--Grade of "W" will be given for all courses dropped on or before this date.
December 15--Return Media Equipment and Materials to Learning Resources
December 17--End of Fall Semester Classes, 10:00 p.m.; Library Books due, Students and Faculty
December 20--Grades due in Records Office
December 23-27--Christmas Holidays--College Closed
December 31--New Year's Holiday--College Closed

Spring Semester 1977

January 3--Applications filed by this date have priority for January 12 Registration
January 5--Faculty Returns from Christmas Recess
January 5-7, 10-11--Professional Development Days
January 7--Applications for Financial Aid

Spring Semester 1977 con't

January 12-13--Registration--Spring 1977 Semester

January 13--Graduation Applications Due

January 17--Spring 1977 Classes Commence, 8:00 a.m.

January 18--Schedule Changes--Student Initiated

February 5--ACT National Exam Date

February 7--Continuing Education and Community Services Classes Begin

March 11--Student Progress Reports Due in Records Office

March 28--Registration--Pre-Summer Session

March 31--Pre-Summer 1977 Classes Commence

April 2--ACT National Exam Date

April 4-12--Classes Recessed; Spring Break for Students and Faculty

April 7-8--College closed--Spring Holiday

April 11-12--Professional Development Days for Faculty

April 13--Classes Resume 8:00 a.m.

April 20-22, 25-29--Early Registration for Summer I, II, & Fall 1977 Sessions

April 22--Grade of "W" will be given for all courses dropped on or before this date for Pre-Summer Session.

April 26--Grade of "W" for Spring Semester will be given for all courses dropped on or before this date.

May 11--End of Pre-Summer Classes

May 13--Return Media Equipment and Materials to Learning Resources

May 17--End of Spring Semester Classes, 10:00 p.m.

May 17--Spring Commencement; Library Books due, Students and Faculty

May 18--Grades Due in Records Office

SUMMER 1977

Summer Session I

May 30--Registration--Summer I

May 31--Summer I Classes Commence

May 31--Schedule Corrections and Changes

June 6--Continuing Education and Community Services Classes Begin

June 18--ACT National Exam Date

June 22--Grade of "W" will be given for all courses dropped on or before this date

July 4--Independence Day--College Closed, Classes Dismissed

July 5--Library Books Due, Students and Faculty

Summer Session I con't

July 5--End of Summer I Session Classes, 10:00 p.m.
July 6--Grades Due in Records Office

Summer Session II

July 6--Registration--Summer II Session
July 7--Summer II Classes Commence
July 7--Schedule Corrections and Changes
July 25-29--Early Registration for Fall 1977 Classes
July 29--Grade of "W" will be given for all courses dropped on or before this date.
August 10--Return Media equipment and materials to Leaning Resources
August 12--End of Summer II Classes 10:00 p.m., Library Books Due, Students and Faculty
August 15--Grades Due in Records Office
August 15--New Faculty reports
August 22--Faculty reports
August 23--Registration--Fall 1977 classes

ACCREDITATION

Approved and Accredited by

The Southern Association of Colleges and Schools
Texas Education Agency
Coordinating Board of the Texas College and University System
Association of Texas Colleges and Universities
League for Nursing
American Institute of Banking
Texas Real Estate Commission
Texas Commission on Law Enforcement

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American Association of Junior and Community Colleges
Southern Association of Colleges and Universities
Texas Association of Junior Colleges

I. GENERAL FACULTY

I.1. HISTORY AND PURPOSE OF THE COLLEGE

College of the Mainland is a comprehensive two-year public institution which offers a variety of courses, programs, and services.

As a result of the work of interested citizens of Galveston County, a union junior college district was created January 16, 1965, under the name of Galveston County Union Junior College District. In October, 1966, a reorganization was effected and the name was changed to College of the Mainland. The new district now consists of the five independent school districts-Texas City, La Marque, Dickinson, Hitchcock, and Santa Fe on the mainland of Galveston County. Voters of the district approved a bond issue of $2,850,000 and taxes for debt service and operation on December 10, 1966. The Board of Trustees selected Dr. Herbert F. Stallworth to serve as the first president of the college and obtained use of temporary facilities at 721 Second Avenue South in Texas City. On September 14, 1967, the initial class with an enrollment of 414 entered College of the Mainland. The first phase of permanent construction was occupied at the new campus on March 2, 1970. The buildings included in the first phase of construction are: The Learning Resources Center, the Technical-Vocational Building, the Science Building, the Administration Classroom Building, the temporary Physical Education Building, and the Central Utilities Building.

The purpose of the College of the Mainland is to increase post-high school educational opportunities in the mainland area of Galveston County. Its programs will include two-year college parallel and technical programs, one-year vocational programs, a variety of educational programs for adults, and guidance services for in-school and out-of-school citizens. The college, while helping the student to develop the understandings, dispositions, and habits required for living effectively in an open democratic society, seeks also to prepare students for successful entry into the upper division of senior colleges and universities or for entry, immediately upon graduation, into an occupation.

I.2. PHILOSOPHY

The essential elements of a philosophy for College of the Mainland are contained in a variety of documents which make clear that the institution is first and foremost an instrument dedicated to the further democratization of our society. Some of these follow:

"Whereas, the Board of Trustees of College of the Mainland adopts the democratic societal model as the basis and guide for the development and operation of College of the Mainland and

Whereas, democratic process (the social method of free men) is experimental in its very nature; and

Whereas, institutions of public education in any society should exist primarily to make actual in society the methods and ends contained in its adopted societal model, and

Whereas, College of the Mainland is an institution of public education.

BE IT THEREFORE RESOLVED that the Board of Trustees of College of the Mainland hereby adopts as policy the view that College of the Mainland should be, and to the extent possible shall be, experimental in relation to the selection of missions, objectives, courses, and programs; in the design, execution, evaluation of teaching and learning programs used to implement its objectives, courses, and programs; in the selection and use of the tools, materials, facilities and support programs employed in the teaching and learning process; and in support activities of the College."

"The Trustees intend that the College shall aspire to an advanced institution of its type in terms of its missions, its physical facilities, its staffing and other resources, its student and professional work programs, and in the quality of the execution of its functions. To this end, all available intelligence and experience shall be brought into play in the development and operation of the institution. A principal purpose of the Trustees, Staff, Faculty, and Student Body shall be the improvement of teaching work and learning work; therefore, experimentation and innovation shall be encouraged in all aspects of the College program.

It is the intention of the Trustees that adult education, vocational education, and technical education shall be fully developed in the College program. The manpower, facilities, equipment, and other resources required to develop and execute these missions shall be provided."

"The College of the Mainland shall adopt and maintain an open-door admission policy."

"All persons admitted to College of the Mainland will be given a thorough educational diagnosis for the purpose of identifying and measuring his attitudes, aptitudes, interests, scholastic achievement, abilities, and goals, among other things. Counseling and program planning shall be effected on the basis of the interests and goals of the student in the light of all available information."

"The Board of Trustees of College of the Mainland shall, as a matter of policy, make the College's programs available at the lowest possilbe cost consistent with State law. The Board of Trustees shll require that the College Administration continuously seek out all possible ways of reducing the cost to the student of attendance."

I.3. STUDENT RIGHTS

"The student shall have the prerogative and the obligation as a scholar to exercise in a responsible way the following rights:

1) The right to study any controversial issue which has social (i.e., political, moral, economic, religious, etc.) significance in our civilization today and concerning which, at his level of scholarly maturity, he should make his own inquiry, begin to deliberately form his own views, and draw his own conclusions.

2) The right to have free access to all relevant information including materials that circulate freely in the professions and institutions in the larger community.

3) The right to study under competent leadership in an atmosphere free of indoctrination.

4) The right to form and express his opinions on controversial issues in a civilized and scholarly manner with the full support of the College and of the Board of Trustees."

"General education courses (and occupationally oriented courses) shall be conceived, designed, and planned with the following objectives, among others in mind:

a. To assist the student to increase his self-knowledge and self-esteem.

b. To assist the student to increase to his self-command and to aggressively take charge of his own life program.

c. To assist the student to increase his ability to relate responsibly his own purposes and actions, both technically and morally, to the purposes and actions of all of his neighbors, both local and distant.

d. To assist the student to view his occupational interests in their larger social context.

e. To assist the student to increase his understanding of the workings of the institutions of his own civilization and the history of his civilization's present problems and opportunities, and to enlarge his commitment to the open, democratic culture as the preferred way of associated life in the world.

f. To assist the student to increase his understanding of the nature and operation of other contemporary civilizations of the world.

g. To assist the student to increase his knowledge and understanding of his body, enlarge his regard for it, and improve his ability and desire to maintain it and improve it.

h. To assist the student to increase his understanding of his local and larger natural environments.

i. To assist the student to study and compare conflicting positions on the basic and persistent problems of human existence, and to become his own philosopher."

1.4. INSTRUCTOR RIGHTS

"The teaching and learning process in the College shall be governed by Board policy guaranteeing academic freedom to staff and students and requiring academic responsibility.

The teacher, in accordance with the overall concept of the College, shall have the prerogative and indeed the obligation to exercise, in a scholarly manner appropriate to a public collegiate institution in a free society, the following rights:

1) To include the study of controversial issues in the student's work where such issues pertain to the subject(s) involved and where the controversial issue has social (political, religious, moral, economic, etc.) significance.

2) To employ materials of his choice in work programs which are the best available for the particular purpose, as judged in the light of the overall program of the College.

3) To work in an in-college atmosphere free of political and religious biases, prejudices, and pressures, and free of authoritarian administrative practices.

4) To form and express his own opinions within the College on controversial issues in a civilized and scholarly way, provided that he does not indoctrinate students with particular solutions. He is, however, free and obliged to advocate and recommend that theory of associated life which is peculiar to free men; i.e., the open, democratic method of mediating conflict and arriving at usable social solutions wherein inquiry and dialogue characterize human interactions."

I.5. SOCIAL AND ECONOMIC CHARACTERISTICS OF COM STUDENTS

COM students are fairly typical of open-door community college population, being more diverse in their social, demographic, and economic characteristics than are students at more traditional kinds of institutions.

Of the 2,000 students enrolled for credit courses, about 55% are in technical-vocational programs, 40% in college transfer programs, and 5% in remedial or developmental programs. An additional 4,000 - 5,000 persons are enrolled in various kinds of non-credit and adult continuing education courses. The following characteristics pertain only to students enrolled for credit.

Of the approximately 2,000 credit students, 52% are male and 48% female. 70% are Anglo, 22% Black, 6% Mexican-American and 2% are American-Indian, Oriental, and "other". This ethnic and racial distribution is not significantly different from the college-age population (17 years or older) of the College district, with Blacks slightly over-represented and Anglos and Mexican Americans slightly under represented.

Mean age of credit students is 27 years and one-half of them are older than 23 years. 17% are 35 years or older, and only 27% are less than 20.

The Texas City -- La Marque area has a high per capita income because of the high level of employment in manufacturing industries (predominently petro-chemical). 48% of students father's are employed in blue-collar occupations and 11% as engineers, reflecting the area industry composition, while only 12% of fathers are "businessmen" (compared to ACE National Norms for public 2-year colleges of 25% "businessmen").

Despite the high per capita income and employment levels of the area, however, COM students family incomes are even lower than those of the National Norms for public 2-year institutions, with 34% of parental family incomes less than $10,000/year (compared to 29.5% nationally). The high employment in blue-collar skilled occupations and engineering is apparent in the relatively high percent of incomes in the $15,000 - $20,000/year range (23.5% compared to 15.7% nationally). In general, the income spread for COM students is greater (i.e. more diverse) than the national norms for similar institutions, reflecting the diversity indicated by the age and ethnic distributions of COM students.

I.6.DESCRIPTION OF FACULTY

All kinds of people teach at College of the Mainland at any one time. The faculty is made up of 70-80 full time instructors; there are members in the community who have expertise, or credentials who teach credit (Tech/Voc or Academic) and non-credit classes (Continuing Education). Teaching and learning goes on at the campus, in industry, at satellite centers, in Friendswood, in churches, and in the Alta Loma, Santa Fe area. In addition to the credit programs, COM has programs for GED preparation, community services, apprenticeship training, and recreation.

I.7.ATTENDANCE REGULATIONS

It is expected that students will attend every session of all classes and labs for which they are registered. You have the responsibility for dropping students from class when completion of the objectives of the course is unlikely. If this occurs, the Records Office will notify the student by letter and it will be his responsibility to contact the instructor and make arrangements to complete the objectives that he has missed. There is no set number of "cuts".

I.8.CONDUCT

Registration in the College assumes that each student is responsible and willing to comply with the College policies, procedures and regulations. Any recognized misconduct, violation of regulations or behavior which is socially unacceptable will be grounds for disciplinary action. The Dean of Student Personnel Services and the Director of Student Life are responsible for the implementation of disciplinary processes. For further details see the Director of Student Life. There is no dress code.

I.9. ALCOHOLIC BEVERAGES, DRUGS, FIREARMS, AND SMOKING

The use, possession of, or sale of alcoholic beverages, drugs and narcotics, guns, or any type of firearm on the College of the Mainland Campus is expressly forbidden. Disciplinary action will be taken and if necessary, the proper law enforcement agency informed of anyone guilty of an infraction of this policy. Smoking is permitted only in designated areas.

I.10. TRAFFIC AND PARKING REGULATIONS

All College personnel who operate and/or park a motor vehicle on the campus are required to observe and obey all traffic regulations. The on-campus speed limit is fifteen (15) miles per hour. All motor vehicles are to park in the parking places which are designated for faculty. Vehicles must be registered and have a sticker. All parking places are angular. Parallel parking is not allowed unless the vehicle is occupied by the driver. Violation of the regulations will result in a ticket being issued. For more information, a copy of parking regulations and the schedule of fines for violations is available in the Registration Office.

I. General Instructions.

A. Campus parking areas are divided into two parts:

1. Faculty/Staff Parking Areas.
   a. These areas are set aside and limited to those persons whose primary purpose for being on campus is for the administration, maintenance, and/or instruction within this educational system.
   b. Parking within these areas is limited to Faculty/Staff members only.
   c. Parking within these areas is by permit only.
2. Student/Visitor Parking Areas.
   a. Students are defined as those persons whose primary purpose for being on campus is for the purpose of obtaining instruction within this educational system.
   b. Non-Credit Students - For all practical purposes are defined the same as credit students.
   c. Visitors - Are defined as those persons that shall, from time to time, attend special functions, such as meetings, art shows, theatre performances, etc., on an irregular basis.
   d. Parking Permits.
      Students - All credit students shall be required to have parking permits attached to their vehicles and shall park within those areas marked for student parking.
      Non-Credit Students - Shall not be required to have parking permits but shall be required to park within student parking areas only.
      Visitors - Shall not be required to have parking permits but shall be required to park within student parking areas only.
3. Official Visitors - Shall be defined as those persons that shall be required to be on campus, and most directly in the campus Administration Building, for the purpose of pursuing goals other than those of Faculty/Staff members or students.
4. Handicap Parking.
   a. Any person whose physical or mental health is such that movement

to or from campus buildings would be impaired may, upon presentation of a doctor's statement of their condition, be given a handicap parking permit.

b. Persons with handicap parking permits shall be allowed to park in handicap parking zones, or within any other legal parking area, which shall be convenient to them.

5. Bicycles.
   a. Bicycles do not need parking permits.
   b. Bicycles may be parked and chained to any of the bicycle racks located throughout the campus.
   c. Bicycles may not be parked against or chained to buildings, light standards, trees, shrubs, stairways, etc.
6. Effect:
   a. Faculty/Staff Parking.
      1. All Faculty/Staff members shall have parking permit decals attached to their vehicles and may park in faculty/staff parking areas.
   b. Students.
      1. All credit students shall have parking permits attached to their vehicles and shall park in Student/Visitor parking areas.
   c. Non-Credit Students and Visitors.
      1. Do not need parking decals but will park within Student/Visitor Parking areas.
   d. Senior Citizens.
      1. Will be issued parking decals on request and may park in Student/Visitor parking areas.

B. The person in whose name a vehicle registration is issued will be held responsible for any violations involving the operation and parking of their vehicle.

C. In all cases where parking spaces are marked, the whole vehicle must be within the boundaries of the parking space.

D. All drivers must present a valid operator's license upon request by a Campus Security Officer.

II. Citations may be written and/or a vehicle may be towed away at owner's expense for:
   A. Parking in no parking zones or adjacent to curbs which are painted red.
   B. Parking in handicap parking zones without proper permit.
   C. Parking other vehicles in motorcycle parking zones.
   D. Parking on sidewalk, or in such a way as to block a door, road, drive-way, or fire lane.
   E. Parking in violation to any posted sign or written parking regulation.
   F. Driving on campus sidewalks without proper permission from the Campus Security or Maintenance Office.
   G. Backing into parking spaces.
   H. Parking in any way which blocks or impede vehicular or pedestrian traffic.
   I. Failure to stop or heed instructions given by a Campus Traffic Control Officer.
   J. Exceeding the speed limit of 15 mph in campus parking lots or 25 mph on campus streets.
   K. Chaining a bicycle to a builing, light standard, tree, shrub, etc.

III. Schedule of parking violation fees.
   A. Upon issuance of a violation citation by a Traffic Control Officer.
      1. Your campus parking privileges will be suspended. You will have ten (10) days in which to have them re-instated.
      2. You may have them re-instated by:

a. Paying a re-instate fee within ten (10) days at the fee payment window in the Administration Building.
First citation $2.00 fee
Second citation $3.00 fee
Each citation thereafter $5.00 fee and possible disciplinary action.

B. Persons not paying this fee may be filed on by the Campus Security Office and may have to appear before the Justice of the Peace Court to answer for violations of the State Traffic Code.
(Special Note - Citations written on campus, and concluded on campus, shall not appear upon an individual's driving record; charges brought before a Justice of the Peace Court shall.)

IV. Appeals.

A. Appeals may be heard by the Campus Security Officer by calling extension 400 and making an appointment to present your case.

I.11. CREDIT BY EXAMINATION

In order to provide students with the maximum opportunity to utilize learning at their fullest capacity, College of the Mainland offers credit toward graduation by examinations.

A student may receive credit for as many as twenty-four semester hours by examination. Credit (by examination) may be granted up to a maximum of five courses in any one Division. Further information may be obtained through the Testing Center located in the Administrative Building, or by calling 938-1211, Extension 277.

I.12. SOLICITATIONS

Soliciting on campus is prohibited except by non-profit organizations raising funds for educational purposes. Student groups must have approval of Director of Student Life and Community Groups must have approval of the Associate Dean of Community Services.

I.13. SPEAKERS ON CAMPUS

The Student Center Programs Council and chartered organizations shall be free to invite speakers in the name of College of the Mainland for purposes related to the aims of the particular organization. Established college policy shall prevail in all circumstances; this policy required that the subject of the speaker shall be stated and announced in advance; that the speaker agree to answer questions from the floor relating to the substance of his presentation; and that no political candidate will be permitted to speak except in instances where a bona fide political candidate should be invited by the youth component of a bona fide political party.

I.14. FOOD SERVICE

The College has furnished both vending machines and a snack bar. The food provided is prepared and priced with you in mind. The snack bar is located on the first floor of the College Center and serves food from 8:00 a.m. until 6:30 p.m. (Monday through Thursday) and from 8:00 a.m. until 2:30 p.m. on Friday. A full line of vending machines is located in the Technical-Vocational Building. Groups of persons such as classes, organizations or friends, who desire to have a luncheon meeting or gathering, will be accommodated. The Food Service Manager, located in the College Center, will be glad to plan these events with you.

I.15. BOOKSTORE

College of the Mainland provides a bookstore in the College Center for students to purchase books and materials as conveniently and economically as possible. The manager of the Bookstore is a staff member of the College and is dedicated to serving you in the best manner possible. The Bookstore maintains textbooks lists, which were submitted by the instructors of each course offered at College of the Mainland. Therefore, the student need only inform them of the name and number of the course and they will help him select the appropriate book and/or books.

Refunds--sales ticket is required for any refunds which are allowed during the first two weeks of classes.

Bookstore hours are as follows: (Subject to change)

Monday and Thursday	8:30 a.m. - 7:00 p.m.
Tuesday and Wednesday	8:30 a.m. - 4:30 p.m.
Friday	8:30 a.m. - 2:30 p.m.

I.16. LEARNING RESOURCES CENTER

The purpose of the Learning Resources Center (LRC) is one of support to instruction. The LRC has three divisions:

A. Library
B. Non-Print Media
C. Educational Development Services

I.17. LIBRARY

The Library at College of the Mainland exists as a major educational and cultural resource of the college. Its purpose is to provide bibliographical, physical, and intellectual access to recorded knowledge and information in support of the present and anticipated teaching/learning needs of the college community.

Instructors are urged to make contact with one or more members of the Library staff (see below) and ask for a tour, find out where things are, and how the staff can help--helping instructors with teaching tasks is understood by the Library staff to be a large part of their responsibilities.

SERVICES

1. Orientation: Library orientation sessions and instruction in research skills will be conducted for classses upon the request of an instructor. Adequate notification insures effective presentations.

   A student library handbook (Where It's At) and an orientation and skills development booklet (Discovery) are available upon request; the latter has been incorporated into the course work for English 131.

2. Bibliographies: Resource guides and bibliographies will be prepared for and in conjunction with instructors by members of the Library staff. Adequate notification ensures effective finding aids.

   Reading lists to be passed out by instructors should be given to the library for checking against the collection as far in advance of use as possible.

3. Inter-Library loans: Inter-Library loan services shall be available to students and staff at COM. Charges except postage are to be paid by the person requesting the material.

4. Reference: Reference service will be provided all hours that the Library is open.

5. Copy machines: The Library has a coin-operated copy machine for books and magazines and a reader/printer for making copies of journal articles from microfilm.

COLLECTION

1. Books: There are approximately 33,000 volumes in the Library, hardcover and paperback; three special collections are included: Ethnic (Black Studies, Mexican-American, American Indian) Texana, and the Dee Walker Poetry Collection.

2. Magazines and newspapers: About 350 subscriptions are currently received. A complete list of holdings is available upon request.

3. Pamphlets, Clippings, Government Documents: Nine drawers full.

CIRCULATION

1. Library cards: All persons (including instructors) are required to present a current COM I.D. when borrowing library books.

2. Staff loans: Staff may charge out books for the duration of the term; they are due back the last day of each semester.

3. Loan period: Students may charge out books for a two week to two week-six day period.

4. Periodical circulation: Periodicals are for Library Use only by students. Staff may charge out periodicals for overnight use or at the discretion of the Library staff.

5. Reserves: Reserve materials are charged out for Library Use Only, 1 day or 3 days. The Library requires 48 hours notice to place a book on reserve.

6. Circulating book fines: A fine of five cents per day, excluding weekends and holidays, shall be charged for each volume overdue. Maximum fine cumulated to the cost of the book.

7. Reserve book fines: A fine of 10 cents per hour excluding weekends and holidays, shall be charged for books that are on reserve. Maximum fine cumulates to $1.00 per day not to exceed the cost of the book.

POLICIES/PROCEDURES

1. Acquisitions: The Library orders books and periodicals at the request of instructors. Early notice increases probability of fulfillment. Instructors should contact a librarian to recommend purchase of a book or magazine by the Library.

2. Microfilm: Back issues of periodicals which are indexed and/or of major reference value are maintained on microfilm.

3. Hours: Posted in the foyer of the Library.

STAFF

Jerry Albrecht, Secretary
Tillie Green, Circulation Assistant
TBA, Cataloger
Billie Lambert, Processing Assistant
Ann Miller, Reference Librarian
Bob Slaney, Director

I.18. LEARNING RESOURCES, NON-PRINT MEDIA - ORGANIZATION

Non-Print Media is a service organization, designed to support faculty and students at College of the Mainland with audio-visual equipment, material, and services.

A staff of professional media specialists assure competent production of materials and efficient operation of audio-visual equipment. Questions concerning instructional media or suggestions pertaining to NPM services are welcomed and should be directed to the Media Coordinator and/or Director of Non-Print Media.

A Media Catalog with Current Holdings List, Identification of Personnel, and Specific Services Available is published annually. All instructors are encouraged to meet our Media staff and are welcome to a catalog.

GENERAL POLICIES

EQUIPMENT/MATERIAL UTILIZATION

1. CLASSROOM DELIVERY - A requistion (COM #4001) must be received by NPM at least 48 hours in advance of commitment date, to insure that the equipment/material is available, operational, and can be scheduled for delivery on time.

2. INSTRUCTOR CHECK OUTS - The instructor may personally sign out for the equipment/material for his own instructional requirements or if the requisition was not received early enough for scheduled delivery. Requisition forms may be obtained at the NPM desk in the LRC.

3. STUDENT CHECK OUTS - Equipment and/or materials are checked out at the circulation desk for in-house only, overnight, or three day loan. An instructor must verify the use of instamatic cameras and cassette tape recorders.

4. CUSTODY - When delivered to a classroom by NPM, equipment/material is not considered in the instructor's custody and need not be signed for.

   Equipment/material picked up from the L.R.C. by the instructor will be signed for and considered in his custody until returned. The length of such check-out periods are to be at the instructor's discretion. If unusual instructional requirements qualify an instructor retention of equipment beyond the present semester, it is necessary to have the respective division chairman contact the Director of Non-Print Media.

5. MOVING EQUIPMENT - NPM personnel alone are authorized to move A.V. equipment, except in the case of an instructor check-out. Please do not remove equipment from any classroom.

6. VIDEO EQUIPMENT - Because of the nature of this equipment, it will be operated by qualified personnel only.

7. AUDIO BROADCAST - Eight separate channels may simultaneously be broadcast within the L.R.C. Contact the Media Coordinator for broadcast information and scheduling. (Ext. 205)

FILM RENTAL/PREVIEW/PURCHASE

1. PREVIEW - Preview facilities in the L.R.C. may be scheduled for use in advance and are available on a first-come, first-serve basis.

2. RENTAL/PREVIEW/PURCHASE - Please submit to the Media Coordinator one file requisition (COM # 4007) for each film title you wish to order. Include the distributor's name, film number, and catalog whenever possible. Allow four weeks lead time prior to the date of showing.

3. FILM CONFIRMATION - Notification of film confirmation will be made by NPM and will be published monthly in the "College Bulletin", which you will receive by campus mail. When rental film is received you will be notified. These films must be mailed the day after they are used.

I.19. OTHER COLLEGE SERVICES

The college catalog has a complete description of the following services:

1. Veteran's Affairs Office
2. Financial Aid
3. Student Employment
4. Student Center Programs
5. Career Decisions Center
6. Testing Services
7. Educational Development Services

I.20. SUPPLIES, MAIL, CLERICAL

The division of the college in which you teach will provide you with instructional supplies and clerical assistance. You will also have a place to receive mail (if you don't receive it at home). Please check your mail regularly, and do it before, rather than after class.

I.21. EMPLOYMENT RECORDS AND COMPENSATION

There are several important records which are needed in order to pay you for your services. Be sure to read for this information in one of the following sections.

I.22. ID CARDS

You will need an ID card to use most college services. One free ID card, which will be good indefinitely, can be obtained in the Records Office--Administration Building; it is open from 8 a.m. to 8 p.m.

I.23. BLACKBOARDS

There are very few blackboards on the college main campus. Writing is done on vinyl walls with water-based felt pens. DO NOT use a Marks-a-Lot or any other pen that is permanent. Materials for writing and erasing on vinyl walls are available from your teaching division.

I.24. KEYS

Classrooms and working spaces are normally open from 8 a.m. to 10 p.m.; therefore, it is not necessary to issue keys to part-time faculty. If you have need of a key for any other circumstance, it must be authorized by your chairperson.

II. CONTINUING EDUCATION AND COMMUNITY SERVICES

College of the Mainland's Continuing Education Program has come a long way since its inception in 1967. Not only has the enrollment increased dramatically from 700 to 25,000 participants, but the program has evolved from a college sponsored activity to a cooperative effort between College of the Mainland and the communities of Dickinson, Friendswood, Hitchcock, Santa Fe and Texas City.

The participating communities contribute the use of their schools and churches while College of the Mainland's input consists of instructional staff and materials. The net result is a program which offers a wide range of courses and activities at a nominal cost to the residents.

Texas A & M University's Center for Community Education has contributed its expertise and experience in the organizational phase of the Cooperative.

Recently, College of the Mainland received official recognition as a Cooperating Education Center--one of 50 in the United States and the only community college in the nation to achieve this status.

II.1. CEU UNIT AND CERTIFICATES

Participants in the Continuing Education and Community Services programs may earn Continuing Education Units and a certificate. One unit is awarded for each ten hours of instruction, with decimal units given for less than ten hours. These units are accumulated on a permanent transcript for each student in the Records Office. Copies are available upon request. CEU Units and certificates cannot be awarded for less than 80% attendance.

II.2. RECORD KEEPING

Keeping attendance is very important for these classes. The third day class report is one on which the college receives some of its funding. The final class roll with CEU's recorded is used to develop each student's transcript.

II.3. LENGTH OF CLASSES

Although Continuing Education classes generally start up about the same time as other college classes, they do not, for the most part, last the entire semester. The length of each class is noted in the published schedule.

II.4.COMPENSATION

Two documents are needed by this division in the official employment process: the W-4 form, and an application. Payday is normally at the end of the month in which the class terminated. If the class was of semester length, paydays occur twice, once midway, and the other at the end of the semester.

II.5.ORIENTATION

When orientation is scheduled by a division, the faculty member is expected to attend.

II.6.ROOM AVAILABILITY

Courses are taught in the spaces noted in the schedule. If a room is locked, the instructor should call the switch-board operator who will send a security person to open the room.

II.7.FIELD TRIPS

College vehicles are available for transporting students to learning experiences off campus. A Transportation Request approved by your supervisor must be filed in Mr. Faulk's office in the Maintenance Building. (See Map). Plan well ahead for transportation.

II.8.EVALUATION

Instructors are expected to evaluate their students and their learning. This is necessary for two reasons:

1. Program leaders must account for the learning in their areas, and
2. Student evaluation can help you improve your effectiveness.

A variety of evaluation forms are available in each teaching division.

III. ACADEMIC AND TECHNICAL/VOCATIONAL PROGRAMS

III.1. FACULTY

College of the Mainland's teaching staff is not only highly-qualified academically, but also has an added dimension: A sensitivity to people's needs and aspirations.

All instructors in Academic Programs have an M.A. or M.S. in their discipline, with 43 percent having attained at least one year of advanced study beyond the M.A. Degree. Six instructors either have their Ph.D. Degree or are nearing completion of their doctoral requirements. The degrees have been earned from institutions all over the country--from as far afield as Nova Scotia and as near as Rice University. Technical/Vocational faculty are required to have five years on-the-job experience in their teaching discipline, as well as educational credentials. All tech-voc faculty are certified by the Texas Education Agency.

Since joining College of the Mainland, six staff members have been listed in OUTSTANDING EDUCATORS OF AMERICA, 10 have received grants for advanced study, and 11 have served as consultants to publishers, colleges, schools and governmental agencies.

Characteristics of part-time faculty may differ slightly; this faculty enables the college to meet unexpected enrollment patterns.

III.2. GRADING SYSTEM AND HONORS

Grading System

Grade reports are issued at the end of each summer and regular semester. Progress reports are issued at mid-semester during the fall and spring.

College of the Mainland uses the letter system of grading.

A--4.0 grade points per semester hour
B--3.0 grade points per semester hour
C--2.0 grade points per semester hour
CR--2.0 grade points per semester hour
I--Incomplete achievement of minimum course objectives at the end of semester.
WI--Withdrawal without achievement of minimum course objectives.
WP--Withdrawal with achievement of course objectives to date.

Incomplete grades are given, when in the judgement of the instructor, the student could complete the course objectives with an extension of time. A contract is negotiated between the instructor and student which will state the date by which the objectives are to be completed. At that time, the instructor will change the grade to either an A, B, C, CR, or WI. Please read carefully the description of the Grading System in the college catalog, and confer with the chairperson and fellow members of your teaching division.

Honors

THE PRESIDENT'S LIST is designed to recognize students who, in the judgement of the faculty, have made outstanding progress in their studies during the semester.

THE DEAN'S LIST is designed to recognize students whose academic performance is outstanding. In order to qualify for the Dean's List, a student must have completed a total of twelve (12) semester hours of credit work during the semester with a grade point average of 3.3.

THE DEAN'S HIGHEST HONORS LIST will be published at the close of every semester. In order to qualify for the Dean's Highest Honors List, a student must have completed a total of twelve (12) semester hours of credit work during the semester with a grade point average of 4.0.

THE PERMANENT HONOR'S L'ST--Students selected for the Dean's List or Dean's Highest Honors List for four semesters will be included on the Permanent Honor's List.

III.3.REPORTING GRADES

Class Rolls and Progress Reports

The awarding of grades at College of the Mainland is designed to be as non-punitive as is now feasible. Students learn about the grading system from the catalog. If you have questions about your class rolls, adding or dropping a student, the Records Office is open 8 a.m. to 8 p.m. Accurate and prompt class rolls, progress reports, and grade reporting is critical. Watch your mailbox!

III.4.EMPLOYMENT RECORDS AND COMPENSATION

Personnel Folders

Prior to your receipt of a contract, we must have the following items in your personnel file: (a) a complete application, (b) OFFICIAL transcripts of college work, (c) three letters of recommendation, and (d) a completed W-4 form. Please assist the Personnel Office in accumulating a complete file. The salary schedule for part-time faculty members teaching a three semester hour course is: B.A. $600; M.A. $650; Ph.D. $675; with labs $850, $900, $925. You will soon receive a contract letter stating the classes you are teaching and the total salary for the semester. You will receive one-half of the contract salary on _____ and the remaining one-half on _____. If you fail to receive either of these checks, or if you have a question about the amounts involved, please contact your division chairperson, not the Administrative Services Office. Your first check will be delayed until your personnel folder is complete.

III.5.OFFICE HOURS

All faculty members provide private student consultation (office hours) for each class. A part-time instructor should be available to students prior to or after class. In most cases we can provide an office, but you may have to use a classroom, lab, or lounge area. Please inform your division chairman and your classes WHEN and WHERE you will hold office hours.

III.6.COURSE DOCUMENTS

You and your students will be provided course documents prepared in accordance with A Manual for Course Planning. All sections of each course follow the same document and at the end of the semester your division chairman or a course coordinator will ask for your suggestions for imporvement of the course based on the experience of students in your class. We need your cooperation in this effort so that we will have the broadest possible statistical base for evaluation and revision of the course. This packet also includes an example of a course evaluation by students which students complete at the end of the semester.

Questions about course documents should be directed to the author named on the document, or to your division chairperson.

III.7.CLASS MEETINGS

There is no final exam schedule. You should plan your class so that you will be able to report the final grades by the end of the semester. Phone your chairman if you will be unable to meet any class.

III.8.ROOM AVAILABILITY

Courses are taught in the spaces in the schedule. If a room is locked, the instructor should call the switchboard operator who will send a security person to open the room. If you need to change a classroom, notify your chairperson.

III.9.TEXTBOOKS

The college has adopted a textbook for the course you teach. Any deviation from the textbook adoption must be approved by your chairperson.

IV. YOUR TEACHING DIVISION

The rest of this handbook is devoted to the division in which you are teaching. Here you will obtain specialized information unique to your teaching division. This information may pertain to labs, equipment, keys, secretarial services, etc.

V. INFORMATION NEEDED

INFORMATION NEEDED	OFFICE OR PERSON TO SEE	LOCATION	EXTENSION
Academic Programs	George Thomas	Mezz. LRC	222
Activity Programming	Karen Atkinson	CC-116	410
Admissions	Admissions Office	A-146	265
Athletics	Dan Travaille	PE-109	418
Books and Supplies	Bookstore	College Center	240
Bulletin Boards	College Information Center	1st Floor Lobby	415
Catalogs:			
College of the Mainland	Admissions Office	A-146	265
Other Colleges	Counseling Office	A-158	273
Continuing Education	Larry Smith	LRC-Suite C	296
Counseling	Wally Dommert	A-158	277
	Beau Bobbitt	LRC-Suite C	260
	Althea Choates	T-152	251
	Tom Herman	LRC-Suite A	300
	Roy Walker	A-158	278
	Chester Stout	LRC-Suite C	318
Credit by Examination	Roy Walker or Chairman of Department	A-158	278
Employment (student)	Dan Doyle	A-150	275
Fines, Traffic Appeals	Business Office	Admin. Bldg.	233
First Aid Treatment	Information Desk	College Center	415
GED Instruction	Bill Spillar	LRC-Suite C	293
Learning Resources:			
Library	Bob Slaney	LRC	201
Non-Print Media	Jerry Anderson	LRC	205
Loans and Scholarships	Dan Doyle	A-150	274
Lost and Found	Information Desk	College Center	415
Non-Credit Courses			
All Vocational	Bill Raley	T-26	279
On Campus Avocational	Bob Handy	LRC-Suite C	225
Off Campus Avocational	Lloyd Longnion	LRC-Suite C	295
Organizations and Clubs	Bob Smith	CC-115	410
Personnel Office	Janice Floyd	A-158	269

INFORMATION NEEDED	OFFICE OR PERSON TO SEE	LOCATION	EXTENSION
Placing an event on activity calendar	Beverly Douglas	LRC-Suite C	296
Publications, College Center	College Center	CC-220	410
Reserving room in College Center	Karen Atkinson	CC-116	410
Other	Beverly Douglas	LRC-Suite C	296
Student Government	Bob Smith	CC-115	412
Telephones	College Center	Lobby-2nd Floor	---
Tech-Voc Programs	Joe Rubio	Tech-Voc Bldg.	280
Tuition and Fee Payment	Business Office	A-132	236
Veterans' Affairs/ Recruitment	Dwight Fullingim	A-150	433
Visitors Permit	Information Desk	College Center	415

REVISION DATA

Send to: Don Bass, Director, Educational Development Services

How could this handbook have been more helpful?

What information should be included?

What items need further clarification?

UNIVERSITY OF CALIF.
LOS ANGELES
CLEARINGHOUSE FOR
JUNIOR COLLEGES